

TOWN BOARD ORGANIZATIONAL AND REGULAR MEETING
TUESDAY, JANUARY 14, 2020
7:00 PM-COMMUNITY CENTER

Town Board Members Present: Supervisor-Roy Holzer
Councilman-Darin Forbes
Councilwoman-Paula McGreevy
Absent Councilwoman-Dawn Stevens
Absent Councilwoman-Rarilee Conway

Public Present: Gerald L. Bruce-Town Clerk, Louis Adragna-Highway Superintendent, John Langford-Park Superintendent, Jarrel Barton-Code Enforcement, Rebecca Rondeau, Gunner Anthony, Annie Smith, Favor Smith, Tim & Rose Oropallo, Travis Holzer-Deputy Highway, George Buck and Al Armstrong.

Bill Skufca retired January 1, 2020

The Town Board wishes to appoint Lou Adragna to the position of Highway Superintendent for this calendar year only. His salary will be prorated to reflect the budgeted salary for Highway Superintendent. Lou will retain his current position of Heavy Equipment operator until 12/31/2020.

For the purpose of this agreement, Lou will accumulate sick time as an employee of the town while serving as Highway Superintendent, in the event he is elected Highway Superintendent, all sick time credited in 2020 will be forfeited. His current sick time of 618 hours can be used upon retirement to off set health insurance cost per town policy. This cannot exceed 6 months. Retirement means receiving a New York State Retirement Check for the purposes of this agreement. Personal leave will not be accumulated or credited for 2020.

Lou can accumulate vacation time per established guidelines for 2020. However, in the event he is elected Highway Superintendent, no time will be credited or paid for 2020 and is forfeited. The Vacation time of 80 hours that Lou had already accumulated prior to the appointment will be paid for in December 2020 in the event he is elected Highway Superintendent. The value will be at his 2019 hourly pay.

RESOLUTION 1-1-2020 TOWN BOARD APPOINTED LOUIS ADRAGNA TO THE HIGHWAY SUPERINTENDENT POSITION UNTIL NOVEMBER 2020 ELECTION. (IF LOUIS DECIDES TO RUN HE WILL BE VOTED IN AND IF NOT, HE WILL GO BACK TO REGULAR EMPLOYEE.)

Motion-Darin Forbes Seconded Paula McGreevy All in Favor

Superintendent Adragna picked Travis Holzer as his Deputy this calendar year only.

ANNUAL ORGANIZATIONAL MEETING – January 14th, 2020

RESOLVED that the following salaries be paid to employees on a bi-weekly basis in 26 payrolls:

Supervisor-Roy Holzer; Annual - \$25,204;

Town Justice— Hon. Hope Smith-Holzer, & Hon. Jim Selkirk Annual - \$8,833;

Councilmen-Paula McGreevy, Dawn Stevens, Darin Forbes, Rarilee Conway-Annual-\$4,871;

Town Clerk/Tax Collector-Gerald Bruce -Annual-\$24,155;

Chairman/Assessors-Alphonso Smith - Annual-\$8,043;

Assessors-Annual –Blanche Peck, Marcel Bruce-Annual- \$4,871;

Water Superintendent-Ed Orsi - \$22.00//hour

Cemetery Supt.-Douglas Nemec. -Annual-\$2,720, to be incorporated as part of his regular pay;

Cleaner- Michelle Preston - \$13.75/hour;

Youth Center Attendant, Teresa Orsi-\$14.00/hour;

Clerk to the Supervisor-Nicole Forbes-\$20.80/hour;

Parks/Grounds/Blding Maint/Water Operator- John Langford - \$21.42/hour;

Parks/EMT Personnel-Brett Durant - \$18.05/hour, plus \$1/hour more to be paid by the Fire Dept.

Parks Laborer-Douglas Nemec-\$16.64/hr for 20 hours per week

Highway Superintendent-TBD - Annual \$51,708;

Highway Personnel- Heavy Equipment Operators-\$20.80/hour;

Landfill Attendant-Douglas Nemec -\$16.64/hour for 20 hours per week

Safety Officer, Louis Adragna, Annual \$630;

Motion: Paula McGreevy,
Second: Darin Forbes Ayes 3 Noes 0

RESOLVED, that the Town of Wilmington accept for payment duly itemized vouchers that are certified and/or verified for payment. Vouchers must be received by the last day of the month for consideration at the next monthly meeting.

Motion: Darin Forbes , Second: Paula McGreevy Ayes__3__Noes__0__

RESOLVED, that the regular monthly meeting of the Town Board of the Town of Wilmington be held in the Community Center on the second Tuesday of each month, to begin at 7 p.m. In the event that said is a legal holiday, the regular monthly meeting shall be held on Wednesday; and **FURTHER RESOLVED**, that special meetings shall be called as necessary to conduct the town's business, such meetings to be held in the Community Center, on such dates as specified and to begin at such times as specified to conform with Town Law and New York State Open Meetings Law; meetings to be posted at stores and post office.

Motion: Paula McGreevy, Second: Darin Forbes Ayes__3__Noes__0__

RESOLVED that the Adirondack Daily Enterprise and Lake Placid News be designated the official newspapers for the Town of Wilmington.

Motion:Darin Forbes, Second: Paula McGreevy Ayes__3__Noes__0__

RESOLVED that the following deputies be approved and appointed:

Deputy Supervisor, Darin Forbes at \$884 Annually;

Deputy Town Clerk, Shirley Lawrence at no salary,

Deputy Highway Supt. TBD at \$22.00/hour.

Motion: Paula McGreevy, Second: Darin Forbes Ayes__3__Noes__0__

RESOLVED, that the following appointments be made for respective positions designated, to be paid in the manner described:

- 1) Town Engineer, as needed, to be paid on itemized vouchers for services rendered;
- 2) Registrar of Vital Statistics, Gerald Bruce to be paid according to the fees set by the State of New York.
- 3) Deputy Registrar of Vital Statistics, Shirley Lawrence to be paid according to the fees Set by the State of New York.
- 4) Town Health Officer, Dr. Robert Demuro, at no salary.
- 5) Town Historian, Merri Peck at no salary.
- 6) Dog Control Officer, Shirley Lawrence - Annual salary-\$3,628;
- 7) Zoning & Code Enforcement Officer, Jarrell Barton- \$22.44/hour,
- 8) Budget Officer, Nicole Forbes - Annual \$1,100, paid first payroll in November.

Motion: Paula McGreevy, Second: Darin Forbes Ayes__3__ Noes__0__

RESOLVED, that Allison McGahay be engaged as Town Attorney, to be paid by voucher.

Motion: Darin Forbes, Second: Paula McGreevy Ayes__3__ Noes__0__

RESOLVED that during the year temporary and seasonal employees be employed by the Town of Wilmington to adequately carry out the business of the town and the rate of remuneration be affixed by the Town Board for each separate employee at the time the person is employed.

Motion: Paula McGreevy, Second: Darin Forbes Ayes__3__ Noes__0__

RESOLVED that a petty cash fund for the Town Clerk be established not to exceed \$100; and **FURTHER RESOLVED** that a petty cash fund for the Tax Collector be established not to exceed \$100.

Motion: Darin Forbes, Second: Paula McGreevy Ayes__3__ Noes__0__

RESOLVED that the Superintendent of Highways be authorized to purchase necessary tools and implements during the year without prior approval of the Town Board in the amount not to exceed \$1,000 (Highway Law Section 142, Paragraph 1A)

Motion: Paula McGreevy, Second: Darin Forbes Ayes__3__ Noes__0__

RESOLVED that the Board of Assessment & Review be paid \$300 each member, to be paid by voucher following Grievance Day.

Motion: Darin Forbes, Second: Paula McGreevy Ayes__3__ Noes__0__

RESOLVED that any officer or town employee be reimbursed for the use of his/her car in the performance of official business for the Town of Wilmington at the rate of .575 cents per mile for actual miles traveled.

Motion: Darin Forbes, Second: Paula McGreevy Ayes__3__ Noes__0__

RESOLVED that the existing Employee Regulations, regarding benefits eligibility, leaves of absence, sick leaves, holidays, overtime, vacation, hospitalization and personal leave be continued.

Motion: Paula McGreevy, Second: Darin Forbes Ayes__3__ Noes__0__

RESOLVED that existing Procurement Guideline Policy, Affirmative Action Policy, Sexual Harassment Policy and Drug Free Workplace Policy as adopted by the Town Board be continued.

Motion: Paula McGreevy, Second: Darin Forbes Ayes__3__ Noes__0__

RESOLVED that NBT Bank of Lake Placid, New York be designated as a depository of the Town of Wilmington and that any of the officers, employees or agents of the Town of Wilmington be and each of them hereby is authorized from time to time to deposit any of the funds of the customer in said bank, either at its principal office or at any of its branches; and to endorse in the name of the Town of Wilmington all checks, orders or instruments so deposited by rubber stamp, facsimile, mechanical, manual or other signatures, and to waive presentment, demand, protest and/or notice of dishonor or protest with respect to any such check, order or instrument and that any checks, orders or instruments so deposited shall be deemed to have been unqualifiedly endorsed by the Town of Wilmington whether or not so endorsed.

FURTHER RESOLVED that MBIA Class Accounts be used as interest bearing accounts for monies that are not immediately needed for operating expenses.

FURTHER RESOLVED, that both Supervisor Roy Holzer and Deputy Supervisor, Darin Forbes be authorized to be the signers of the town's official checks.

Motion: Paula McGreevy, Second: Darin Forbes Ayes 3 Noes 0

RESOLVED that the board authorizes the designation of unexpended funds in the 2019 town budget for expenditure in 2020, and establishing reserves in 2019 unappropriated fund balance therefore.

FURTHER RESOLVED that the Supervisor be authorized to make inter-departmental budget transfers in the 2020 town budget.

Motion: Paula McGreevy, Second: Darin Forbes Ayes 3 Noes 0

RESOLUTION 1-2-2020 TOWN BOARD APPROVED DECEMBER 8, 2019 MINUTES.

Motion- Paula McGreevy Seconded

RESOLUTION 1-3-2020 TOWN BOARD APPROVED KAREN PETERS HISTORICAL SOCIETY REQUEST FOR WILMINGTON/WHITEFACE WHISKEY RUN ON JUNE 20, 2020 AND USING TOWN ROADS AND BOWMAN LANE .

Motion Paula McGreevy Seconded Darin Forbes All in Favor

RESOLUTION 1-4-2020 TOWN BOARD APPROVED THE 10TH ANNUAL ADIRONDACK SHOW AND SHINE CAR SHOW AND ROAD RALLY ON THE T-BALL FIELD NEXT TO CUNNINGHAM LANE ON AUGUST 29, 2020.

Motion-Darin Forbes Seconded Paula McGreevy All in Favor

RESOLUTION 1-5-20 "CERTIFICATE OF DESIGNATION" THE ASSOCIATION OF TOWNS OF THE STATE OF NEW YORK, 150 STATE STREET, ALBANY N.Y. 12207

TO: THE OFFICERS AND MEMBERS OF "THE ASSOCIATION OF TOWNS OF THE STATE OF NEW YORK.

I, GERALD L. BRUCE, TOWN CLERK OF THE TOWN OF WILMINGTON IN THE COUNTY OF ESSEX AND STATE OF NEW YORK DO HEREBY CERTIFY THAT THE TOWN BOARD OF THE AFORESAID TOWN HAS DULY DESIGNATED THE FOLLOWING NAMED PERSON TO ATTEND THE ANNUAL BUSINESS SESSION OF THE ASSOCIATION OF TOWNS OF THE STATE OF NEW YORK, TO BE HELD ON FEBRUARY 19, 2020, IN THE ASTOR BALLROOM OF THE NEW YORK MARRIOTT MARQUIS 1535 BROADWAY, NYC NY 10036 AND TO CAST THE VOTE OF THE AFORESAID TOWN, PURSUANT TO 6 IF ARTICLE III OF THE CONSTITUTION AND BYLAWS OF SAID ASSOCIATION.

NAME OF VOTING DELEGATE ROY HOLZER TITLE-TOWN SUPERVISOR E-MAIL

townsupervisor@townofwilmington.org

ADDRESS- P.O. BOX 180 WILMINGTON, N.Y. 12997

In absence of the person so designated, the following named person has been designated to cast the vote for said town.

NAME OF ALTERNATE DARIN FORBES TITLE DEPUTY TOWN SUPERVISOR E-MAIL ADDRESS

Df946@aol.com

ADDRESS-P.O. BOX 180 , WILMINGTON, N.Y. 12997

IN WITNESS WHEREOF, I HAVE HEREUNTO SET MY HAND AND THE SEAL OF SAID TOWN THIS 14TH DAY OF JANUARY 2020.

GERALD L. BRUCE/TOWN CLERK

Highway-There is some security work we need at the Highway Garage. The system will cost \$837.00 to upgrade the Burglary and Fire security system.

RESOLUTION 6-20 TOWN BOARD APPROVED UP-GRADING THE SECURITY SYSTEM FOR THE HIGHWAY AT THE COST OF \$837.00.

Motion-Darin Forbes Seconded- Paula McGreevy All in Favor

RESOLUTION 7-20 TOWN BOARD APPROVED THE AGREEMENT BETWEEN THE TOWN OF WILMINGTON AND THE WHITEFACE MOUNTAIN REGIONAL VISITORS BUREAU. THE TOWN HAS BUDGETED \$14,000 FROM ITS 2020 FUNDS FOR SERVICE TO BE PROVIDED BY BUREAU. THIS WILL BE PAID IN TWO PAYMENTS OF \$7,000 EACH ON 3/1/2020 AND 7/1/2020.

Motion Darin Forbes Seconded Paula McGreevy all in Favor

Supervisor Holzer discussed the possibility of a waste water sewer system for economic development for the Community. It is not for the whole town, it would be just for a separate sewage system for a couple big projects. Whether it be a Hotel, housing development Etc. We are still in the very preliminary stages of this. The Town was awarded a grant to buy the land for it, we just don't know how we are going to pay for it because the actual tank itself could run to 3-4 million dollars. If The Town gets a big development or Hotel the Dec. or APA would probably demand it. It is not a plant itself it is two big holding tanks that all the gray water will go from your place to the system. You would be responsible for your solids. It is like a gray water treatment area. This would not affect any existing businesses. If a Hotel was built in the Town that Hotel would pay for most of the bill. Chances of a Hotel probably will never happen.

Supervisor Holzer will have a town audit soon. There hasn't been one in over 10 years.

PUBLIC INFORMATION- **SHORT TERM RENTALS**- we started working on draft copies of our amendment to the Town of Wilmington land use code pertaining to short term rentals. Copies are available at Town Clerks Office. It is very preliminary right now, the Town Board is just starting to read it and open to suggestions. We had our Town Attorney Allison McGahay read it to make sure we are legal and all that. The public will have plenty of opportunity to read it and make suggestions to the board.

RESOLUTION 8-20 TOWN BOARD APPROVED DECEMBER 2019 EXPENSES AND TRANSFERS.

Name of Account	2019	2020		
General Fund	<u>From:</u> G754	To: G01	Amt:	21570.57
Payrolls		G72	Amt:	26373.16
Social Security			Amt:	1971.27
Health Insurance			Amt:	11652.01
Other: Retirement			Amt:	32973.00
Other:			Amt:	
Other:			Amt:	
Other:			Amt:	
Highway	<u>From:</u> H01	To: H31	Amt.	17661.44
Payrolls			Amt.	26015.50
Social Security			Amt.	1952.96
Health Insurance			Amt.	8411.80
Other: Retirement			Amt.	38000.00
Other:			Amt.	
Water	<u>From:</u> W01	To: W21	Amt.	2586.02
Payrolls			Amt.	3700.97
Social Security				264.53
Health Insurance			Amt.	1477.95
Other: Retirement			Amt.	7500.00

Other:			Amt.	
GARBAGE DIST.	<u>From:</u> GD01	To: GD04	Amt.	1739.06
Payrolls			Amt.	652.80
Social Security			Amt.	47.80
Health Insurance			Amt.	374.33
Other: Retirement			Amt.	1600.00

BUDGET TRANSFERS

FYE TRANSFERS 2019

January 14, 2020

General

From		To	
Assessors Expenses	5.00	Assessor Salaries	5.00
Cable Franchise	1023.00	Town Clerk Expenses	1023.00
Mortgage Tax	17240.25	Building Expenses	17240.25
State Aid-Grant	17388.23	Building Expenses	17388.23
Cable Franchise	270.00	Cent. Prtg.Exp	270.00
Insurance Recovery	1510.00	Insurance Expense	1510.00
Insurance Dividend	150.01	Insurance Expense	150.01
Cable Franchise	20.00	Insect Control	20.00
Garage Expenses	295.00	Hwy Super. Salaries	295.00
Garage Expenses	380.00	Hwy Super Expenses	380.00
LP Chamber	2500.00	Publicity Expenses	2500.00
Refund of Medical Assistance	23581.63	Parks Salaries	23581.63
Cemetery Salaries	2667.00	Parks Salaries	2667.00
Sales Tax	1318.00	Parks Salaries	1318.00
Sales Tax	2201.25	Parks Equipment	2201.25
Cable Franchise	98.75	Parks Equipment	98.75
State Aid-Grant	11310.00	Parks Expenses	11310.00
Health Insurance Expenses	7116.00	Parks Expenses	7116.00
Boat Rentals	4380.00	Lifeguard Salaries	4380.00
Health Insurance Expenses	1368.00	Lifeguard Salaries	1368.00
State Aid-Youth	1350.00	Youth Salaries	1350.00
Cable Franchise	188.00	Youth Salaries	188.00
Youth Summer Program Exp	2823.00	Youth Expenses	2823.00
Cable Franchise	880.00	Beach Expenses	880.00
Aging Expenses	566.00	Beach Expenses	566.00
Beautification Savings	4400.00	Beautification Expenses	4400.00
Cemetery Lots	318.00	Cemetery Expenses	318.00
LPEC/LTF	6000.00	Leadville Expenses	6000.00
Health Insurance Expenses	3861.00	Social Security Expenses	3861.00
Health Insurance Expenses	7.00	Disability Insurance Expenses	7.00
BAN Principal	11783.00	BAN Interest	11783.00
Zoning Expenses	721.00	Elan Planning Expenses	721.00
Interest	15.00	Service Charges	15.00
Beautification Savings	23240.00	Festival Field Improvements	23240.00
Total	150974.12	Total	150974.12

Highway

From		To	
Rentals	53493.00	Road Repair Salaries	53493.00
Chips	3085.00	Road Repair Expenses	3085.00
Chips	65731.00	Chips Expenses	65731.00
St/Co Salaries	2422.00	Machinery Repair Salaries	2422.00
BAN Proceeds	100000.00	Equipment Purchases	100000.00
BAN Principal	50000.00	Equipment Purchases	50000.00
BAN Interest	1500.00	Equipment Purchases	1500.00
Rentals	9727.00	Equipment Purchases	9727.00
Rentals	28152.00	Machinery Repair Expenses	28152.00
Refund of Expenses	2224.34	Misc. Expenses	2224.34
Town Snow Salaries	17496.00	Town Snow Expenses	17496.00
Retirement	2000.00	Town Snow Expenses	2000.00
Health Insurance	21108.40	Town Snow Expenses	21108.40
St/Co Salaries	3168.00	Social Security Expenses	3168.00
Total	360106.74	Total	360106.74

Water

From		To	
Admin. Salary (2)	1150.00	General Fund-Parks Salaries	1150.00
Electricity	2990.00	Purification Expenses	2990.00
Equipment Savings	40500.00	Operating Equipment	40500.00
Electricity	19.00	BAN Interest	19.00
Total	44659.00	Total	44659.00

Motion Darin Forbes Seconded Paula McGreevy All in Favor

Motion to adjourn by Darin Forbes Seconded by Paula McGreevy All in Favor

Respectfully Submitted:

Gerald L. Bruce/Town Clerk